



Sheriff Michael L. Chapman

## LOUDOUN COUNTY SHERIFF'S OFFICE

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### EMPLOYMENT STANDARDS

The information outlined below serves to establish official employment criteria and disqualification standards for the Loudoun County Sheriff's Office. These criteria will apply to all agency positions unless otherwise specified. Investigators may inform applicants of their inability to meet agency employment criteria when they clearly meet the standards for disqualification. Activity that may not be addressed in this policy, but which appears to undermine the agency's objectives of maintaining public safety, may serve as a "disqualifier" for employment. The Commander, Administrative and Technical Services Division, will provide all applicants with written notification of the results of the applications of these standards and/or the background investigation.

#### 1. ELIGIBILITY:

- a) *Deputy Sheriff only* - Applicant has reached twenty-one years of age.
- b) *Deputy Sheriff only* - Currently a United States Citizen.
- c) High School diploma or GED equivalency.
- d) Valid driver's license from the state wherein the applicant resides.
- e) All civilian positions must meet all qualifications required as established by Loudoun County.

#### 2. PHYSICAL AND PSYCHOLOGICAL STANDARD:

- a) *Deputy Sheriff only* - Must successfully complete a comprehensive medical examination to include controlled substances screening.
- b) *Deputy Sheriff and Dispatcher only* - Must successfully complete a comprehensive psychological examination.
- c) Must be able to successfully perform essential functions of the job.

#### 3. GENERAL REQUIREMENTS:

- a) Applicants are required to comply with all agency requests and instructions.
- b) Any deliberately false, misleading, inaccurate, incomplete, or knowingly untruthful response to any question asked during this employment process may be reason for disqualification.
- c) Applicant's personal history must reflect sound moral character, emotional stability, favorable employment history, financial responsibility and the ability to successfully interact with others.

#### 4. CRIMINAL ACTIVITY: (GENERAL) Evidence of criminal acts shall be sufficient cause for disqualification as defined below:

- a) Convicted of and/or pleaded guilty or no contest to a felony or any offense that would constitute a felony as provided by the Code of Virginia.
- b) Commission of a crime which meets the definition of a "felony" as set forth by the Code of Virginia or the United States Criminal Code. Each case will be evaluated with respect to date of occurrence, age of applicant at the time of occurrence, type of offense, repetition, and any other factors which may affect an applicant's suitability.
- c) Conviction of Misdemeanor offenses. Each case will be evaluated with respect to date of occurrence, age of applicant at the time of occurrence, type of offense, repetition, and any other factors which may affect an applicant's suitability.

- d) Commission of a crime which meets the definition of a “misdemeanor” as set forth by the Code of Virginia or the United States Criminal Code. Each case will be evaluated with respect to date of occurrence, age of applicant at the time of occurrence, type of offense, repetition, and any other factors which may affect an applicant’s suitability.
- e) Convicted of and/or pleaded guilty or no contest to domestic abuse and/or violence.

## **5. CRIMINAL ACTIVITY: (ILLEGAL DRUGS/CONTROLLED SUBSTANCES)**

- a) Admitting to the unlawful distribution, sale and/or manufacturing of illegal drugs and/or controlled substances will be considered under the disqualification criteria for CRIMINAL ACTIVITY (General).
- b) Conviction for the sale, distribution or manufacturing of illegal drugs and/or controlled substances resulting in monetary gain will be considered under the disqualification criteria for CRIMINAL ACTIVITY (General).
- c) *Deputy Sheriff only* - Unlawful possession and/or use of illegal drugs and/or controlled substances (Code of Virginia Schedules 1 or 2) within the last three (3) years.
- d) *Civilian only* – Unlawful possession and/or use of illegal drugs and/or controlled substances (Code of Virginia Schedules 1 or 2) within the last two (2) years.
- e) Identified and/or admitted activities related to the use and/or possession of illegal drugs and/or controlled substances, including marijuana, non-prescription steroids, and drug paraphernalia will be evaluated with respect to date of occurrence, age of applicant at the time of occurrence, type of narcotic, frequency and duration of use, and any other factors affecting an applicant’s suitability. Use of any substances for the specific intent of gaining euphoric satisfaction will be evaluated in the same manner.
- f) **Deputy Sheriff and Civilian – Any applicant who has used LSD or PCP or any derivative thereof will be disqualified**

**NOTE:** Criminal activity as a juvenile (prior to applicant’s 18th birthday) will be further evaluated with respect to date of occurrence, age of applicant at the time of occurrence, type of offense, repetition and any other factors which may affect an applicant’s suitability.

## **6. DRIVING BEHAVIOR:** The following incidents of driving behavior shall be sufficient cause for disqualification:

- a) *Deputy Sheriff only* - Conviction of an alcohol related driving offense within the last five (5) years of the date of application.
- b) *Deputy sheriff only* - A pattern of traffic related convictions (moving or non-moving) that reflects a general disregard for local or state laws in any jurisdiction. Such areas as alcohol offenses, reckless driving charges, license suspensions and excessive points may be disqualifying for appointment. Determinations for disqualification will consider time factors such as the age of the applicant at the time the event occurred and possible mitigating circumstances surrounding the event.
- c) *Civilian only* – The significance of a civilian applicant’s driving behavior will be evaluated in direct proportion to the responsibilities assigned to the position and amount of driving that is required in a given position. If driving is a major component of a respective position or the responsibilities of the position are of such a sensitive nature that it requires a higher level of scrutiny of an individual’s personal history, driving behaviors may be evaluated to a standard similar to that of a deputy sheriff.

## **7. ALCOHOL ABUSE:**

A pattern of alcohol abuse demonstrated by previous alcohol-related convictions, employment difficulties, admissions by the applicants or from other reliable sources indicating that the applicant would present a risk as a law enforcement employee will be sufficient for denial of employment. Successful treatment in a certified program for alcohol related abuse will also be considered; however, the applicant must show documentation of attendance and/or completion of the treatment program.

## **8. PREJUDICES:**

- a) Conviction of “hate crimes” or related crimes against persons based on race, color, gender, sexual preference, age, religion, national origin, or disability may be considered disqualifying for employment.
- b) Commission of or admitting to prejudicial or aggressive actions toward persons based on race, color, gender/sex, age, religion, national origin or disability may be considered disqualifying for employment.

## **9. BODY ART:**

The Loudoun County Sheriff’s Office maintains a policy in reference to professional appearance and body art. The Sheriff’s Office defines “body art” as any adornment or alteration implemented through the following techniques, which include but are not limited to; body piercings, tattooing, branding and mutilation. This policy does not include applications that are considered medical procedures by a state certified medical board.

The Sheriff’s Office would not accept any applicants with body art on the face, head, neck, ears, scalp, hands, or fingers. Any individual who has visible body art determined to be gaudy, inflammatory or displaying an inappropriate message will not be considered for hire by the Sheriff’s Office.

The Sheriff’s Office would consider excessive tattoos or body art as more than one visible tattoo or body art located on the leg and/or arm, while in any Sheriff’s Office uniform or civilian attire, and/or larger than the wearer’s hand. Applicants must include photographs of all “body art” when submitting their “Personal History Statement”.

## **10. OTHER MATTERS THAT MAY BE DISQUALIFYING:**

- a) *Deputy Sheriff only* – Any conviction or adverse employment action taken as a result of an at-fault accident in a designated emergency response vehicle within the last year of the date of application.
- b) Dishonorable discharge from military service.
- c) General discharge under less than honorable conditions from military service. The specific issue(s) related to this discharge will be considered prior to making an employability determination.
- d) Conviction by military Court Marshal or another court or board having the authority to hear and impose sentence on a criminal or illegal activity. The specific issue related to any conviction will be considered prior to making an employability determination. Criminal matters may be referred back to the CRIMINAL ACTIVITY section of this standard.
- e) Cheating on an examination or test, altering an official document or providing false and/or misleading information in the conduct of prior employment, education or official local, state or federal government activities.
- f) Prior misconduct and/or unacceptable performance resulting in a disciplinary or adverse employment action.
- g) Criminal charges reduced as a result of plea agreement or other alternative form of sentencing as a disposition prior to conviction.